



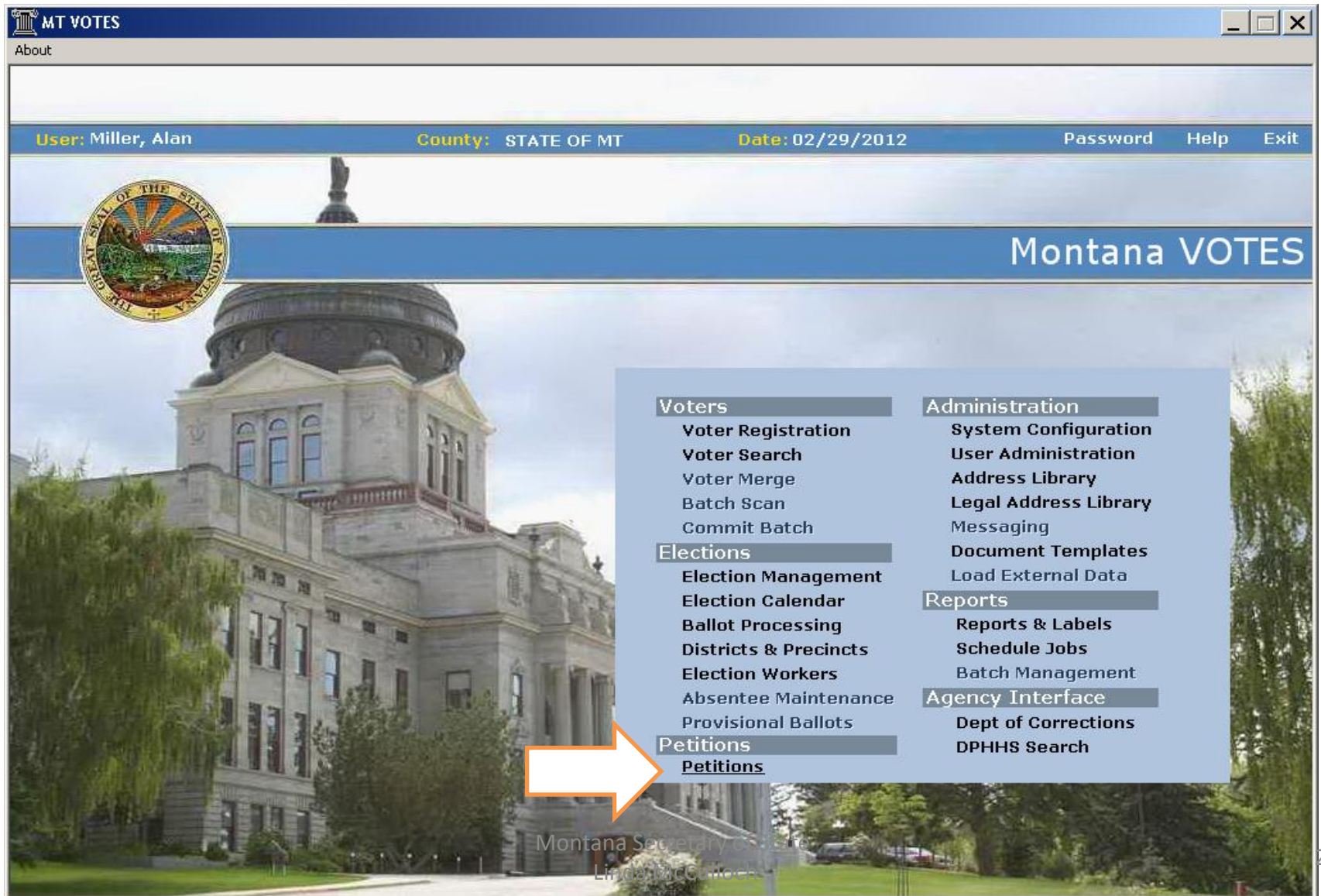
# Office of Montana Secretary of State Linda McCulloch



## Petition Processing

*Updated October 2013*

# Click on Petitions to access the petition Module



**MT VOTES**  
About

User: Miller, Alan    County: STATE OF MT    Date: 02/29/2012    Password    Help    Exit

**Montana VOTES**

**Voters**

- Voter Registration
- Voter Search
- Voter Merge
- Batch Scan
- Commit Batch

**Elections**

- Election Management
- Election Calendar
- Ballot Processing
- Districts & Precincts
- Election Workers
- Absentee Maintenance
- Provisional Ballots

**Petitions**

- Petitions

**Administration**

- System Configuration
- User Administration
- Address Library
- Legal Address Library
- Messaging
- Document Templates
- Load External Data

**Reports**

- Reports & Labels
- Schedule Jobs
- Batch Management

**Agency Interface**

- Dept of Corrections
- DPHHS Search

Montana Secretary of State  
Linda McCulloch

The petition search screen will display.  
You can search by: petition #, title, district type, status, or district.  
If you search by title, you can use the full title or the wildcard (%).

[illegible]

## ADDING A NEW PETITION:

Click the “new” to begin

[illegible]

Enter in all available information for the new petition.  
For statewide petitions, the SOS office staff will enter the petition.

The screenshot shows a web-based application window titled "Petitions". The interface includes a navigation bar with "Petition", "Circulators", "Signatures", and "Reports". A "Voter Search Help" link is in the top right. The main form is divided into several sections:

- Petition Description:** Contains fields for "Filing Officer" (Missoula), "Group" (with a "Group Information" button), "Petition #" (text input), "District" (dropdown), "Type" (dropdown), "Scope" (dropdown), "Status" (Active), "Title" (text input), and "Summary" (text area).
- Date Filed:** 10/05/2011
- Certified Date:** (empty)
- Election Date:** (empty)
- Start Circulation:** (empty)
- End Circulation:** (empty)
- Req'd Signatures:** (empty)
- Max Lines:** (empty)
- Circulator(s):** A table with a "Name" column and buttons "New", "Detail", and "Delete".
- Candidate:** Fields for "Position" (dropdown), "Name" (text input), and buttons "New", "Detail", and "Delete".
- Signature Statistics:** A table with columns "County", "Signature", "Size", "Accepted", "Rejected", and "Remaining". Below the table are buttons "Delete", "Preprocess Sheets", and "Process Signatures".
- Process Signatures:** A field for "Submittal #" and a "Process" button.
- Buttons:** "Refresh", "Save", and "Close" are located at the bottom of the form.

NOTE: If you receive a statewide petition such as a presidential petition or independent legislative petition, let the SOS office know so that the SOS office staff can enter the petition.

Click the “Save” button once all information has been entered.

A confirmation message will display at the top of the screen.

Click the refresh button at the bottom left before moving on.

**Edit Petition**

Petition Circulators Signatures Reports

The record has been created successfully. [Voter Search](#) [Help](#)

**Petition Description**

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date:  Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures:  Max Lines: 5

**Circulator(s)**

Name

**Candidate**

Position:

Name:

**Signature Statistics**

Signature	Size	Accepted	Rejected	Remaining

**Process Signatures**

Submittal #:

# CIRCULATORS CAN BE ADDED AT THIS POINT, OR ONCE YOU HAVE RECEIVED SUBMITTALS.

**Petitions**  
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

**Petition Description**

Filing Officer:  Group:

Petition #:  District:

Type:  Scope:  Status:

Title:

Summary:

Date Filed:  Certified Date:  Election Date:

Start Circulation:  End Circulation:  Req'd Signatures:  Max Lines:

**Circulator(s)**

Name:

**Signature Statistics**

Signature	Size	Accepted	Rejected	Remaining

**Candidate**

Position:

Name:

**Process Signatures**

Submittal #:

THE NEW PETITION WILL NOW DISPLAY ON THE MAIN  
PETITION MODULE SEARCH SCREEN.

[illegible]



CLICK ON THE NEW SUBMITTAL TO HIGHLIGHT IT.  
CLICK THE DETAIL BUTTON TO VIEW FULL PETITION DETAILS.

[illegible]

PREPROCESS SHEETS  
WILL ALLOW YOU TO  
DIRECTLY BEGIN  
SETTING UP  
SUBMITTALS TO ADD  
SIGNATURES.

PROCESS SIGNATURES  
ALLOWS YOU TO ADD  
SIGNATURES TO A  
PREVIOUSLY SETUP  
SUBMITTAL.

THIS OPTION IS ONLY  
AVAILABLE ONCE YOU  
HAVE CREATED  
SUBMITALS ON  
PREPROCESS SHEETS.

ONCE YOU HAVE RECEIVED SUBMITTALS YOU MUST ENTER THE CIRCULATOR BEFORE YOU CAN PROCESS THE SHEETS.

IF THE CIRCULATOR IS ALREADY PRESENT YOU DO NOT HAVE TO RE-ENTER THEM.

**Petitions**  
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

**Petition Description**

Filing Officer:  Group:

Petition #:  District:

Type:  Scope:  Status:

Title:

Summary:

Date Filed:  Certified Date:  Election Date:

Start Circulation:  End Circulation:  Req'd Signatures:  Max Lines:

**Circulator(s)**

Name:

**Signature Statistics**

Signature	Size	Accepted	Rejected	Remaining

**Candidate**

Position:

Name:

**Process Signatures**

Submittal #:

CIRCULATOR INFORMATION CAN BE ENTERED MANUALLY OR BY LINKING TO A PRE-EXISTING VOTER RECORD.

ENTER THE CIRCULATOR'S NAME BEFORE ATTEMPTING TO LINK TO VOTER, SO SEARCH RESULTS ARE LIMITED.

**General Information**

Petition #  Voter ID

Last Name  First Name  Middle Name

Name Suffix  Effective Date  Expiration Date

**Contact Information**

Address | Contact

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

**List of Circulators**

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

NOTE: For statewide ballot issues, circulators must be residents of the state but you do not need to verify their residency, and they do not need to be registered voters.  
(For **candidate** and party qualification petitions, circulators do not need to be residents of Montana.)

**Circulators** [Voter Search](#) [Help](#)

**General Information**

Petition #  Voter ID

Last Name  First Name  Middle Name

Name Suffix  Effective Date  Expiration Date

**Contact Information**

Address | Contact

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

**List of Circulators**

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

THE SEARCH WILL RUN AUTOMATICALLY ONCE YOU CLICK “LINK TO VOTER”.  
IF THE CIRCULATOR DOES NOT APPEAR YOU CAN ENTER MORE SPECIFIC  
SEARCH CRITERIA OR ENTER THEIR INFORMATION MANUALLY.

**Petitions**  
Query executed successfully. Showing total 637 records [Voter Search](#) [Help](#)

**Search**

General Residential Address Mailing Address

Last Name First Name Middle Name  
SMITH   ☐ Soundex

Voter ID Birth Date From Birth Date To

**Scope**  
☐ State ☒ County

**Search Results**

Voter ID	Name	Residential Address	Status	Date of Birth
96478	SMITH, JANE...	2699 SHEFFIELD DR , MISSOUL...	Active	07/29/1937
6555	SMITH, CYNT...	5103 SKYVIEW DR , MISSOULA,...	Active	06/13/1959
3896	SMITH, DERE...	501 SHERWOOD ST , MISSOUL...	Active	07/11/1976
7835	SMITH, SCO...	180 HORSESHOE LN , MISSOUL...	Active	10/06/1955
6001	SMITH, CAR...	9612 KEEGAN TRL , MISSOULA,...	Active	09/03/1951
5512	SMITH, JOAN...	3717 CREEKWOOD RD , MISSO...	Active	08/02/1931
5513	SMITH, KELLY	955 6TH W RIVERSIDE ST , MIS...	Inactive	12/14/1960
7146	SMITH, DAP...	5838 UPPER MILLER CR RD , MI...	Active	10/28/1949
721	SMITH, CHE...	1427 S 1ST ST W # #C MISS...	Inactive	10/10/1975

IF A SINGLE EXACT MATCH IS FOUND WHEN CLICKING THE LINK TO VOTER BUTTON IT  
WILL AUTO FILL IN THAT INDIVIDUAL’S INFORMATION WITHOUT DISPLAYING THE  
SCREEN ABOVE.

VERIFY ALL MANUALLY ENTERED, AND SYSTEM-POPULATED, INFORMATION  
FOR ACCURACY.

CLICK SAVE.

**Circulators** [Voter Search](#) [Help](#)

**General Information**

Petition #  Voter ID

Last Name  First Name  Middle Name

Name Suffix  Effective Date  Expiration Date

**Contact Information**

Address ☒ Contact ☐

Address Type	Address	Last Updated
Mailing		
Residence	2699 SHEFFIELD DR, MISSOULA, MT 59808	10/06/2011
Work Address		
Voter Address	2699 SHEFFIELD DR, MISSOULA, MT 59808	

**List of Circulators**

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

THE NEW CIRCULATOR WILL DISPLAY IN THE LIST OF CIRCULATORS.  
ADDITIONAL CIRCULATORS CAN BE ADDED OR YOU CAN CLICK CLOSE TO EXIT.

The screenshot shows a web application window titled "Circulators". It has a blue header bar with a small icon and window controls. Below the header, there are links for "Voter Search" and "Help". The main content area is divided into three sections: "General Information", "Contact Information", and "List of Circulators".

**General Information**

Petition #  Voter ID

Last Name  First Name  Middle Name

Name Suffix  Effective Date  Expiration Date

**Contact Information**

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

**List of Circulators**

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		

At the bottom of the window, there are buttons: "New", "Save", "Delete", "Preprocess Sheets", and "Close". An orange double-headed vertical arrow is positioned to the left of the "List of Circulators" table, and an orange arrow points to the "Close" button.

THE SCREEN BELOW WILL DISPLAY WHEN MANUALLY ENTERING  
IN CIRCULATOR INFORMATION.

BE SURE TO CLICK UPDATE TO SAVE ANY INFORMATION ENTERED  
BEFORE CLICKING CLOSE.

The screenshot shows a window titled "Contact Detail" with a blue header bar. In the top right corner of the window, there are links for "Voter Search" and "Help". Below the header, there are two tabs: "Address" and "Contact", with "Contact" being the active tab. The form contains the following fields and controls:

- Type:** A text box containing the word "Mailing".
- Address:** A large text box for entering the address.
- City/St/Zip:** Three separate input fields for city, state (with a dropdown arrow), and zip code.
- Receive Correspondence:** A checkbox that is currently unchecked.
- Buttons:** Three buttons labeled "Update", "Delete", and "Clear". An orange arrow points directly to the "Update" button.
- Table:** A table with three columns: "Address Type", "Address", and "Last Updated". It contains three rows of data:

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		
- Close Button:** A button labeled "Close" located at the bottom right of the window.



ONCE A CIRCULATOR HAS BEEN ADDED YOU DO NOT HAVE TO ADD THEM AGAIN IF YOU RECEIVE ADDITIONAL SUBMITTALS.

DOING SO WILL ADD DUPLICATE ENTRIES.

The screenshot shows a web application window titled "Circulators". At the top, a green message states "The record has been created successfully." with links for "Voter Search" and "Help". The form is divided into two main sections: "General Information" and "Contact Information".

**General Information**

Petition #  Voter ID

Last Name  First Name  Middle Name

Name Suffix  Effective Date  Expiration Date

**Contact Information**

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

**List of Circulators**

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		
DOE	JOHN				

At the bottom of the window are buttons for "New", "Save", "Delete", "Preprocess Sheets", and "Close".

ONCE FINISHED, CLICK THE CLOSE BUTTON TO RETURN TO THE PETITIONS DETAIL SCREEN.

**Circulators**

The record has been created successfully. [Voter Search](#) [Help](#)

**General Information**

Petition #  Voter ID

Last Name  First Name  Middle Name

Name Suffix  Effective Date  Expiration Date


**Contact Information**

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

**List of Circulators**

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		
DOE	JOHN				



ONCE CIRCULATORS HAVE BEEN ADDED, CLICK THE PREPROCESS SHEETS BUTTON TO BEGIN PROCESSING A SUBMITTAL.

**Petitions**  
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

**Petition Description**

Filing Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date:  Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures:  Max Lines: 5

**Circulator(s)**

Name
DOE, JOHN
SMITH, JANET L

**Signature Statistics**

Signature	Size	Accepted	Rejected	Remaining

**Candidate**

Position:

Name:

**Process Signatures**

Submittal #:

THE FOLLOWING INFORMATION WILL NEED TO BE ENTERED:  
SUBMITTAL NUMBER(AUTO ASSIGNED), CIRCULATOR,  
RECEIVED SHEETS AND LAST GOOD LINE.

[illegible]

CLICK SAVE  
ONCE ALL  
 PREVIOUS  
INFORMATION  
IS ENTERED.

THE EXAMPLE BELOW IS HOW THE SCREEN SHOULD LOOK BEFORE ENTERING SHEET INFORMATION.

[illegible]

NOTE: When you begin entering statewide petitions, you should start with submittal 1, even if another county is already on submittal 20. Each county and each ballot issue or candidate's petition should start with submittal 1.

[illegible]

[illegible]

TO PROCESS SHEET INFORMATION, ENTER PAGE 1 AND THE SYSTEM WILL AUTOFILL THE LAST GOOD LINE ONCE YOU HIT TAB.

UPDATE LINE DESCRIPTIONS BY ENTERING A CORRESPONDING CODE FROM THE BOX TO THE LEFT. ONCE ALL ENTRIES ARE ACCURATE, CLICK THE “SAVE” BUTTON ONCE.

**Preprocess Sheets**

[Voter Search](#) [Help](#)

**Petition Summary**

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

**Receive Bulk Sheets**

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

**Sheet Information**

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	1	Good
2	1	Good
3	1	Good
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close



THE EXAMPLE BELOW OUTLINES A PAGE WITH A VARIETY OF LINE DESCRIPTIONS.  
CLICKING SAVE WILL ADVANCE YOU TO THE NEXT PAGE TO PROCESS.

**Preprocess Sheets**

[Voter Search](#) [Help](#)

**Petition Summary**

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

**Receive Bulk Sheets**

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

**Sheet Information**

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

**\*CAUTION\***

CONTINUING TO HIT SAVE AFTER PROCESSING THE ORIGINAL NUMBER OF PAGES  
SPECIFIED UNDER RECEIVED BULK SHEETS WILL CAUSE THE SYSTEM TO ADD  
ADDITIONAL PAGES TO YOUR SUBMITTAL.

CONTINUE TO ENTER THE SHEET INFORMATION UNTIL EACH PAGE HAS BEEN UPDATED.

ONCE ALL THE PAGES HAVE BEEN PROCESSED CLICK THE “COMPLETE”, “CLEAR” AND “CLOSE” BUTTONS.

**Preprocess Sheets** [Voter Search](#) [Help](#)

**Petition Summary**

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

**Receive Bulk Sheets**

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

**Sheet Information**

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

**CAUTION: THE COMPLETE BUTTON MUST BE CLICKED BEFORE CLICKING CLOSE.**

RECENT FUNCTIONALITY UPGRADES NOW ALLOW YOU TO GENERATE A BATCH OF LABELS WHICH CORRESPOND TO EACH SUBMITTAL YOU HAVE ENTERED.

CLICKING THE “LABEL” BUTTON WILL GENERATE A REPORT WHICH CONTAINS A SINGLE BARCODED LABEL FOR EACH SUBMITTAL.

**Petition Summary**

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

**Receive Bulk Sheets**

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

**Sheet Information**

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

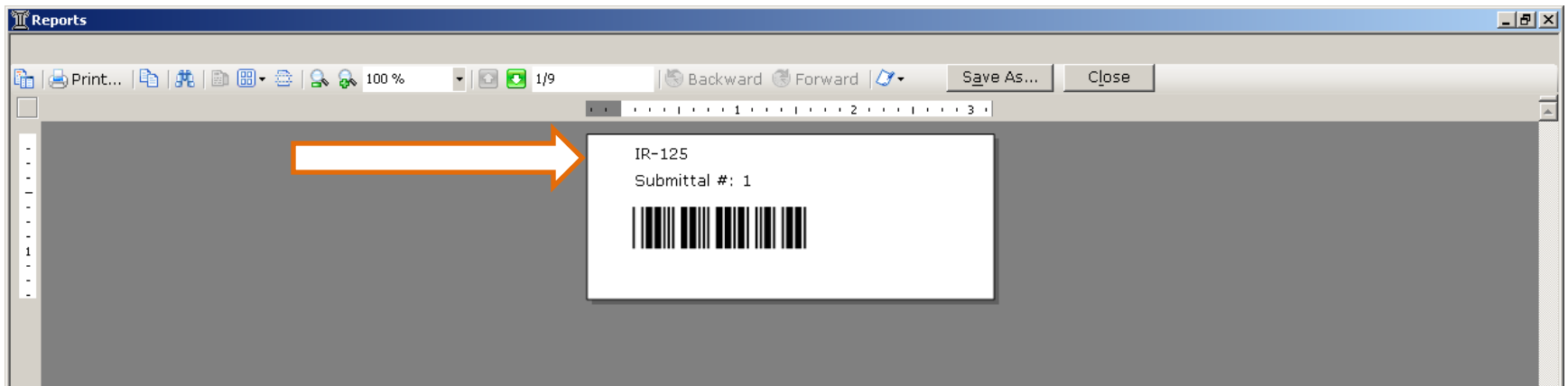
Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

BELOW IS AN EXAMPLE OF A PETITION SUBMITTAL LABEL.

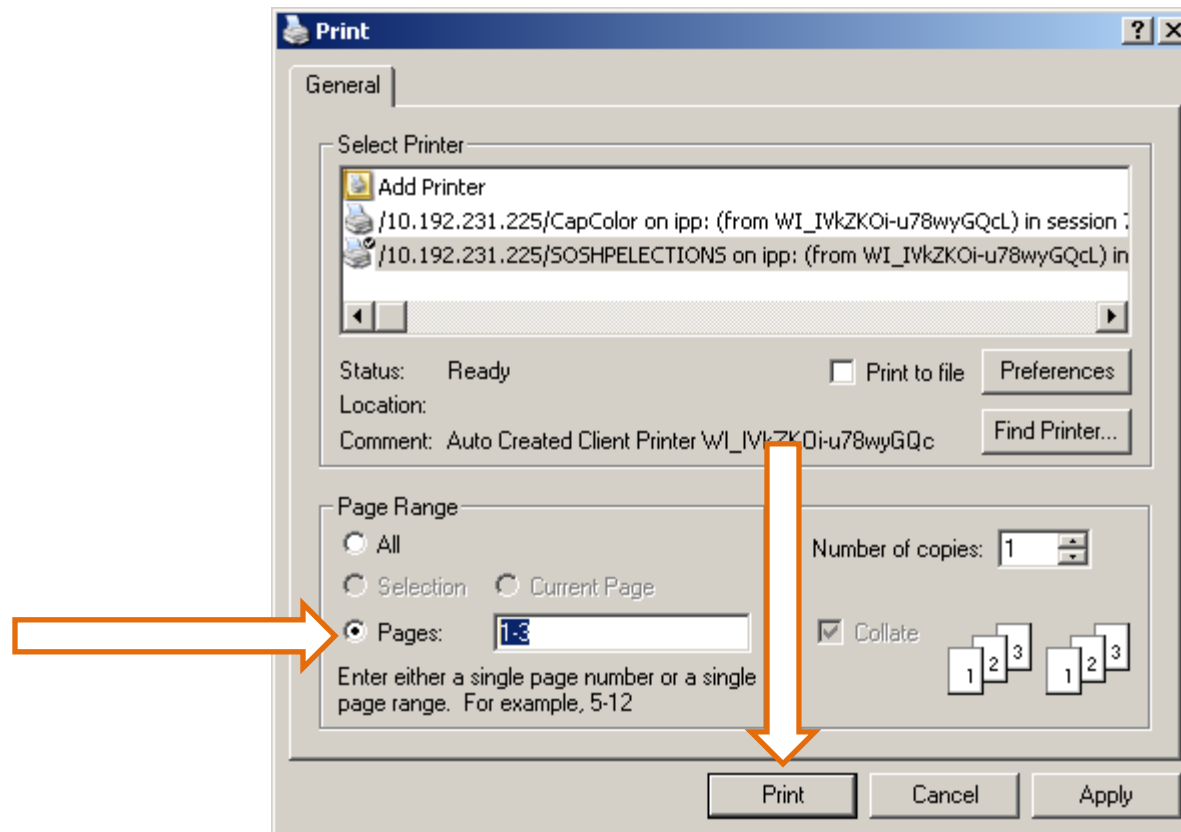
EACH TIME YOU GENERATE THIS REPORT IT WILL CREATE A LABEL FOR EVERY SUBMITTAL ENTERED IN THE SYSTEM.



WHEN PRINTING BE SURE TO SELECT THE APPROPRIATE PRINTER.

WARNING: IF YOU PREFER NOT TO PRINT EVERY LABEL, YOU CAN SPECIFY WHICH PAGES YOU WOULD LIKE BEFORE CLICKING PRINT.

NOTE: Even if you choose not to print labels, please be sure to number the affidavits with a submittal number.



ONCE YOU HAVE CLOSED OUT OF PREPROCESS SHEETS YOU WILL RETURN TO THE PETITION DETAIL SCREEN.

CLICK REFRESH TO ENSURE ALL INFORMATION IS UP-TO-DATE.

**Petitions**  
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

**Petition Description**

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date:  Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures:  Max Lines: 5

**Circulator(s)**

Name
DOE, JOHN
SMITH, JANET L

**Signature Statistics**

Signature	Size	Accepted	Rejected	Remaining
1 - 1	13	0	0	13

**Candidate**

Position:

Name:

**Process Signatures**

Submittal #:

TO PROCESS SIGNATURES, HIGHLIGHT THE SUBMITTAL AND CLICK ON THE PROCESS SIGNATURES BUTTON.

ALTERNATIVELY, IF YOU HAVE ALREADY PRINTED SUBMITTAL BARCODE LABELS FROM PREPROCESS SHEETS, YOU MAY SCAN THEM IN THE PROCESS SIGNATURE FIELD.

**Petitions**

Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

**Petition Description**

Filling Officer: Missoula Group: Group Information

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

**Circulator(s)**

Name: DOE, JOHN SMITH, JANET L

New Detail Delete

**Candidate**

Position: Name: New Detail Delete

**Signature Statistics**

Signature	Size	Accepted	Rejected	Remaining
1 - 1	13	0	0	13

Delete Process Signatures

**Process Signatures**

Submittal #: Process

Refresh Save Close

ON THE PETITION SIGNATURE QUERY SCREEN CLICK THE “NEXT UNPROCESSED” BUTTON TO BEGIN PROCESSING SIGNATURES.

The screenshot shows the "Petition Signature Query" application window. At the top, there are menu options: Process, Options, Reports, Voter Search, and Help. The main header area displays petition details: Petition #: 03-01, Title: DIVIDE SEELEY LAKE FIRE DISTRICT, Submittal: 1, Signature: 1, Signature Size: 13, Accepted: 0, Rejected: 0, Remaining: 13, and Petition Status: Active.

Below the header is a search section with fields for From Page, To, Status, Reason, Date Signed, Page #, Line #, and Voter ID. There are Clear and Search buttons.

The central part of the screen contains a large table with columns: Signature, Page, Line, Name, Address, Voter ID, Sign Status, and Sign Reason. The table is currently empty.

At the bottom, there is a navigation bar with buttons: Process All Results, Completed, Next Unprocessed, Process By Page, Jurisdiction (set to Missoula), and Close. A large white arrow points from the "Next Unprocessed" button towards the "Process By Page" button.



Petition signers may fill out a voter registration card before signing a petition. However, until the voter registration card is filed with the election administrator, the individual is not a registered elector.

**The Secretary of State advises county election officials to accept the signature on a petition if the person is registered by the time you check the signature, assuming there is no other reason to reject the petition.**

It is not the burden of the Secretary of State or the election administrators to prevent non-registered electors from signing a petition. Similarly, it is not your burden to enter voter registration applications before you check petition signatures.

THE SIGNATURE PROCESSING SCREEN ALLOWS YOU TO SEARCH FOR THOSE INDIVIDUALS THAT HAVE SIGNED THE PETITION YOU ARE WORKING.

IF A VOTER RECORD IS FOUND IT CAN BE ACCEPTED OR REJECTED AS NEED. IF NOT FOUND IT IS REJECTED AS NOT REGISTERED.

**NOTE:** The Signed Date has been changed to the Processed Date, which will automatically default to the current system date. This date can be modified.

**Signature Processing**

Signature Options Reports

[Voter Search](#) [Help](#)

**Petition #:** L1234 **Title:** Petition to Place Referendum No. IR-125 on the Ballot **Petition Status:** Active  
**Submittal:** 1


**Search**

Last Name  First Name  Phone Number  House #   
Street Name  City  Zip   
**Mailing**  
Address  City/St/Zip   
Country  ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

**Save**

Status  Reason  Sheet #  Line #   
Name  Processed Date    
Comment  ☐ Mark For Later Review

Jurisdiction Gallatin F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Address	Mailing Address	Original Reg	Effective
 Signature of Elector	Active	1211 NELSON BOZEMAN MT 59718		02/06/2004	02/06/2012

IF MULTIPLE SEARCH RESULTS DISPLAY, YOU WILL HAVE TO CLICK ON ONE TO HIGHLIGHT IT, AND THEN CLICK THE SELECT BUTTON TO REMOVE THE ADDITIONAL ENTRIES.

ENTER IN AN APPROPRIATE STATUS OF ACCEPTED OR REJECTED, AND THEN CLICK THE SAVE AND NEXT BUTTON TO CONTINUE PROCESSING SIGNATURES.

The screenshot shows the 'Signature Processing' application window. At the top, there are tabs for 'Signature', 'Options', and 'Reports'. Below these, there are links for 'Voter Search' and 'Help'. The main form area contains the following sections:

- Petition Information:** Petition #: 03-01, Title: DIVIDE SEELEY LAKE FIRE DISTRICT, Petition Status: Active, Submittal: 1.
- Search Section:** Includes input fields for Last Name (adams), First Name (kathy), Phone Number, House #, Street Name, City, and Zip. There are also checkboxes for 'Secondary Statewide Search', 'Search Soundex', and 'Search Statewide', along with 'Clear' and 'Search' buttons.
- Mailing Section:** Includes input fields for Address, City/St/Zip, and Country, along with a 'Clear' button.
- Save Section:** Includes a 'Status' dropdown menu (highlighted by an orange arrow pointing to it, currently set to 'Accepted'), a 'Reason' dropdown, 'Sheet #' (1) and 'Line #' (2) fields, 'Name' and 'Comment' input fields, 'Signed Date' field, a 'Record Has Not Been Processed' checkbox, and buttons for 'Edit', 'Save & Prev', 'Save & Next' (highlighted by an orange arrow pointing to it), and 'Save'.
- Table Section:** A table with columns: Signatures, Status, Name, Address, and Mailing Address. It contains one entry for ADAMS KATHY F. An orange arrow points to the 'Save & Next' button above this table.
- Footer Section:** Includes buttons for 'Review Registration', 'Full Image', 'Show All', 'Select' (highlighted by a large orange arrow pointing to it), 'Not Registered', and 'Close'.

IF A SIGNATURE IS GOING TO BE REJECTED, BE SURE TO CHOOSE THE APPROPRIATE REASON FROM THE CORRESPONDING DROP-DOWN BOX.

**Signature Processing**  
Signature Options Reports

Voter Search Help

**Petition #:** 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active  
**Submittal:** 1

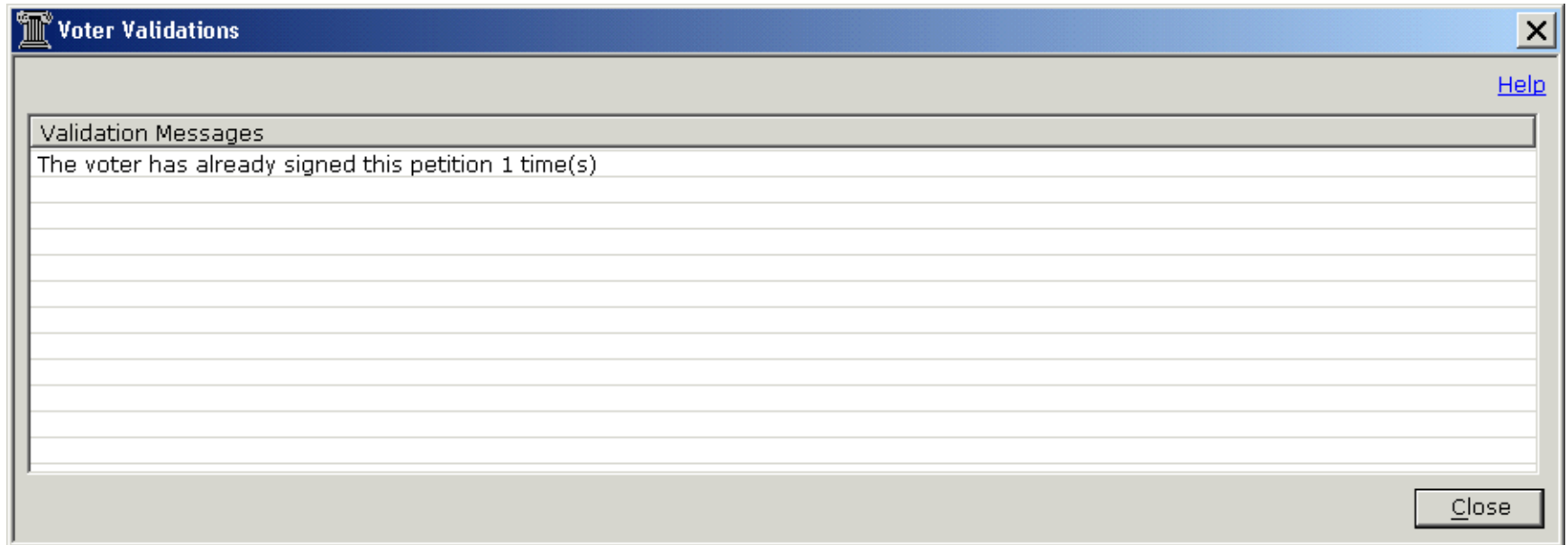
**Search**  
Last Name: Doe First Name: john Phone Number: House #: Street Name: City: Zip: Mailing Address: City/St/Zip: Country: Secondary Statewide Search Search Soundex Search Statewide Clear Search

**Save**  
Status: Rejected Reason: Not Registered - NR Duplicate - DUP Signature No Match - SNM Out of District - OD Illegible - IL Blank Line - BL Crossed Out - C Sheet #: 1 Line #: 4 Been Processed Edit Save & Next Save F9 - Accept, Save F12 - No Match, Save & Next

Signatures Status Name Address

Review Registration Full Image Show All Select Not Registered Close

ERROR MESSAGES, SUCH AS BELOW, WILL DISPLAY IF YOU ATTEMPT TO PROCESS SOMEONE THAT HAS ALREADY SIGNED THE PETITION, IS CANCELLED, OR IS NOT REGISTERED IN THE APPROPRIATE DISTRICT.



DUPLICATE ENTRIES WILL DEFAULT TO REJECTED, BUT YOU MUST INPUT THE DUPLICATE REJECTION REASON BEFORE MOVING TO THE NEXT RECORD.

**Signature Processing**    Signature   Options   Reports

[Voter Search](#)   [Help](#)

**Petition #:** 03-01    **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT    **Petition Status:** Active

**Submittal:** 1

**Search**

Last Name:     First Name:     Phone Number:     House #:   
 Street Name:     City:     Zip:


**Mailing**

Address:     City/St/Zip:               
 Country:     ☐ Secondary Statewide Search    ☐ Search Soundex    ☐ Search Statewide       

**Save**

Status:     Reason:     Sheet #:     Line #:   
 Name:     Signed Date:     Record Has Not Been Processed      
 Comment:     ☐ Mark For Later Review           

Jurisdiction: Missoula    F9 - Accept, Save & Next    F10 - Select, Focus On Reason    F11 - No Match, Focus On Name    F12 - No Match, Save & Next

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	PO BOX 238,SEELEY LAKE,MT,59868

IF YOU LOSE YOUR PLACE, YOU CAN RETURN TO THE PETITION SIGNATURE SCREEN AND VIEW ALL PROCESSED LINES BY CLICKING THE SEARCH BUTTON.

WHEN YOU ARE READY TO CONTINUE, CLICK THE NEXT UNPROCESSED  
BUTTON TO MOVE ON.

[illegible]

# THE “REVIEW REGISTRATION” AND “FULL IMAGE BUTTONS” WILL ALLOW YOU TO ACCESS ADDITIONAL INFORMATION FOR A VOTER.

**Signature Processing**  
Signature Options Reports

Voter Search Help






**Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active**  
**Submittal: 1**

**Search**  
Last Name  First Name  Phone Number  House #   
Street Name  City  Zip

**Mailing**  
Address  City/St/Zip     
Country  ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

**Save**  
Status  Reason  Sheet #  Line #   
Name  Signed Date  Record Has Not Been Processed   
Comment  ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Name	Address	Mailing Address
 Signature of John A. Smith	Inactive	SMITH JOHN A	2037 S 9TH ST W MISSOULA MT 59801	
 Signature of John Bruce Smith	Active	SMITH JOHN BRUCE	5665 BISON LN LOLO MT 59847	BOX 1803,MISSOULA,MT,59806
 Signature of John C. Smith	Active	SMITH JOHN C	2016 S 7TH ST W MISSOULA MT 59801	
 Signature of John D. Smith	Inactive	SMITH JOHN D	19400 POND RD FRENCHTOWN MT 59834	P.O.BOX 291,FRENCHTOWN,MT,59834
 Signature of John D. Smith	Inactive	SMITH JOHN D	209 LAGUNA MILLTOWN MT 59851	BOX 397,MILLTOWN,MT,59851



# THE FULL IMAGE OPTION WILL ALLOW YOU TO ACCESS ALL IMAGES THAT HAVE BEEN SCANNED FOR THAT INDIVIDUAL.

Image Viewer

Voter Search Help

Registration Card 4/29/2011

75051

SMITH, JOHN C.  
2016 S 7TH W  
MISSOULA MT 59801

NAME \_\_\_\_\_  
(PLEASE PRINT LAST, FIRST, MIDDLE)

DATE OF BIRTH 8/23/52 PHONE # 2064376 FORMER NAME \_\_\_\_\_  
(If Changed)

PLACE LAST REGISTERED- CITY MSLA STATE MT COUNTY MSLA

ADDRESS WHERE YOU LIVE 2016 S. 7th St. W.

MAILING ADDRESS \_\_\_\_\_  
(if different than where you live)

CHECK **ONLY** IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED:  
☐ CANCEL VOTER REGISTRATION IN MISSOULA COUNTY  
You must contact your new county of residence if you wish to register in your new county—your registration is NOT automatically updated.

Signature J.C. Smith Date 4/20/11

Close

NOTE: The full image may be especially useful when signers have entered only a telephone number. They are allowed to write a telephone number on the petition if they choose not to write an address.

Image Viewer

Voter Search Help

Registration Card 4/29/2011

75051

SMITH, JOHN C.  
2016 S 7TH W  
MISSOULA MT 59801

MISSOULA, MT  
APR 28 PM

NAME \_\_\_\_\_  
(PLEASE PRINT LAST, FIRST, MIDDLE)

DATE OF BIRTH 5/23/52 PHONE # 2064376 FORMER NAME \_\_\_\_\_  
(If Changed)

PLACE LAST REGISTERED- CITY MSLA STATE MT COUNTY MSLA

ADDRESS WHERE YOU LIVE 2016 S. 7th St. W.

MAILING ADDRESS \_\_\_\_\_  
(if different than where you live)

CHECK **ONLY** IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED:  
☐ CANCEL VOTER REGISTRATION IN MISSOULA COUNTY  
You must contact your new county of residence if you wish to register in your new county—your registration is NOT automatically updated.

Signature J.C. Smith Date 4/20/11

Close

IF AT ANY TIME YOU NEED TO CORRECT A LINE YOU CAN RETURN TO THE PETITION SIGNATURE QUERY SCREEN, CLICK ON THE LINE, AND CLICK THE PROCESS SINGLE RESULT BUTTON TO GAIN ACCESS TO UPDATE ITS STATUS.

**Petition Signature Query**

Process Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active

Submittal: 1 Signature 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

**Search**

From Page  To  Status  Reason

Date Signed  Page #  Line #  Voter ID

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Jurisdiction

NOTE: IF YOU'VE MISSED A LINE YOU CAN ALSO ADD ADDITIONAL LINES, BY HIGHLIGHTING AN EXISTING LINE AND THEN CLICKING THE "ADDITIONAL LINE BUTTON".

THE NEW LINE WILL ADDED ABOVE THE PREVIOUSLY SELECTED LINE.

When processing a single result such as this, it will only allow you to select the signature and “Save”. You will then need to close the screen and then go to the “Next Unprocessed” line.

**Signature Processing**  
Signature Options Reports

[Voter Search](#) [Help](#)

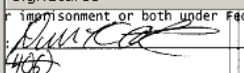
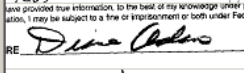
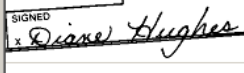
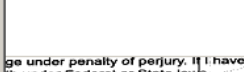
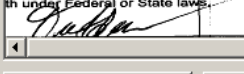
**Petition #:** 03-01      **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT      **Petition Status:** Active  
**Submittal:** 1

**Search**  
 Last Name  First Name  Phone Number  House #   
 Street Name  City  Zip

**Mailing**  
 Address  City/St/Zip      
 Country  ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

**Save**  
 Status  Reason  Sheet #  Line #   
 Name  Signed Date    
 Comment  ☐ Mark For Later Review

Jurisdiction Missoula      F9 - Accept, Save & Next      F10 - Select, Focus On Reason      F11 - No Match, Focus On Name      F12 - No Match, Save

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS DEVIN K	19555 CLARKSON DR CLINTON MT 59825	PO BOX 44,CLINTON,MT,59825
	Active	ADAMS DIANE L	535 RIVER CT MISSOULA MT 59801	
	Active	ADAMS DIANE	35510 EDS CR RD ALBERTON MT 59820	
	Cancelled	ADAMS DOUGLAS C	240 BLAINE ST MISSOULA MT 59801	
	Inactive	ADAMS DREW J	707 SW HIGGINS AVE # 101 MISSOULA MT	

Clicking the Edit button will allow you to edit the sheet number and line number for the signature that you are processing.

The screenshot displays the 'Signature Processing' application window. At the top, it shows 'Petition #: L1234', 'Title: Petition to Place Referendum No. IR-125 on the Ballot', and 'Petition Status: Active'. Below this is a 'Search' section with fields for Last Name, First Name, Phone Number, House #, Street Name, City, and Zip. A 'Mailing' section includes an Address field and a Country dropdown. A 'Save' section has a Status dropdown (set to 'Accepted'), a Reason field, and a Name field. A table at the bottom lists signatures, with the first row showing a signature image, 'Active' status, and address '1211 NE'. An 'Edit Page Line' dialog box is open in the center, containing fields for 'Current Sheet # 1', 'Current Line # 1', 'New Sheet #', and 'New Line #'. It has 'Save' and 'Close' buttons. A large white arrow with an orange outline points to the 'Save' button in the dialog. The main window also has a 'Voter Search Help' link, 'Clear' and 'Search' buttons, and a 'Review Registration' button at the bottom left.

# Reports

At any time there are several reports that you can run from this Query screen.

**Petition Signature Query**

Process Options Reports

Query executed: **Circulators** 13 results. [Voter Search](#) [Help](#)

Petition #: **DIVIDE SEELEY LAKE FIRE DISTRICT** Petition Status: **Active**

Submittal: 1 Signature: 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

**Search**

From Page:  Status:  Reason:

Date Signed:  Page #:  Line #:  Voter ID:

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Jurisdiction:

# THE CIRCULATOR REPORT DISPLAYS ALL CIRCULATORS ENTERED FOR A PETITION.

The screenshot shows a software window titled 'Reports'. The interface includes a menu bar with 'Print...', a toolbar with icons for print, save, and zoom, and a status bar showing '100 %' and '1/1'. The main content area displays a 'Circulators Report' for a petition in Missoula County, generated on 10/07/2011 by user Murray, Zach. The report details the petition's title, type, received date, and scope, as well as the names and addresses of the circulators.

County: Missoula		Circulators Report		Date : 10/07/2011	
User Name : Murray, Zach					
<b>Petition #</b>	03-01	<b>Status</b>	Active		
<b>Title</b>	DIVIDE SEELEY LAKE FIRE DISTRICT				
<b>Type</b>	Initiative / Referendum		<b>Party</b>		
<b>Received Date</b>	12/02/2009	<b>District</b>	SEELEY LAKE FIRE		
<b>Petition Scope</b>	City				
Name	Address	City	Phone		
DOE, JOHN	123 EXAMPLE STREET, MT 59601	HELENA			
SMITH, JANET L	2699 SHEFFIELD DR, MT 59808	MISSOULA			

The Petition Processing Statistics Report shows the number of accepted and rejected signatures on the petition, as well as the reasons for the rejected signatures.

County: Missoula  
User Name: Murray, Zach

### Petition Processing Statistics Report

Date: 10/07/2011

---

Petition Information

---

**Petition Name:** DIVIDE SEELEY LAKE FIRE DISTRICT  
**Date Filed:** 12/02/2009  
**Petition Expires:** 07/10/2010  
**Minimum Signatures Required:**  
**Total Signatures Processed:** 3

Processing Signature Summary			
<b>Total Accepted Signatures:</b>	1	(33%)	<b>Of Those Processed</b>
<b>Total Rejected Signatures:</b>	2	(67%)	<b>Of Those Processed</b>

Rejected Reason	Total	(% Rejected)
Duplicate	1	(50%)
Not Registered	1	(50%)



Note: Please be careful about releasing statewide petition totals. Petition sponsors or opponents may think the totals are just for your county. When possible, refer people to the Secretary of State for statewide petition totals.

The screenshot shows a web application window titled "Reports". The main content area displays a "Petition Processing Statistics Report" for Missoula County, generated on 10/07/2011 by user Murray, Zach. The report includes petition information such as the name "DIVIDE SEELEY LAKE FIRE DISTRICT", the date filed "12/02/2009", and the expiration date "07/10/2010". It also shows that 3 signatures were processed, with 1 accepted (33%) and 2 rejected (67%). A table details the reasons for rejection: 1 duplicate (50%) and 1 not registered (50%).

County: Missoula  
User Name : Murray, Zach

### Petition Processing Statistics Report

Date : 10/07/2011

---

Petition Information

---

**Petition Name :** DIVIDE SEELEY LAKE FIRE DISTRICT  
**Date Filed :** 12/02/2009  
**Petition Expires :** 07/10/2010  
**Minimum Signatures Required :**  
**Total Signatures Processed :** 3

Processing Signature Summary			
<b>Total Accepted Signatures :</b>	1	(33% )	<b>Of Those Processed</b>
<b>Total Rejected Signatures :</b>	2	(67% )	<b>Of Those Processed</b>

Rejected Reason	Total	(% Rejected)
Duplicate	1	(50%)
Not Registered	1	(50%)

# The petition signers report shows all the names on the petition.

County: Missoula  
User Name : Murray, Zach

**Petition Signers Report** Date : 10/07/2011

Petition Types : Initiative / Referendum    Petition : DIVIDE SEELEY LAKE FIRE DISTRICT    Petition Submittals : 1    Petition Signature : 1

**SUBMITTAL: 1**

**SIGNATURE: 1**

Page	Line	Voter ID	Name	Residence	Status	Verification Reason	House District
1	5	100089618	ADAMS, KATHY F		Rejected	Duplicate	House District 92
1	2	100089618	ADAMS, KATHY F		Accepted		House District 92
1	4				Rejected	Not Registered	

Test Environment MT VOTES

Page : 1

The petition signature statistic report will display statistics for the petition submittals and signatures.

**County:** Missoula  
**User Name :** Murray, Zach  
**Petition Signature Statistics Report**  
**Date :** 10/07/2011

**Petitions # :** 03-01  
**Title :** DIVIDE SEELEY LAKE FIRE DISTRICT  
**Type :** INITIATIVE / REFERENDUM  
**Date Filed :** 12/02/2009  
**Party :**  
**Districts :** SEELEY LAKE FIRE

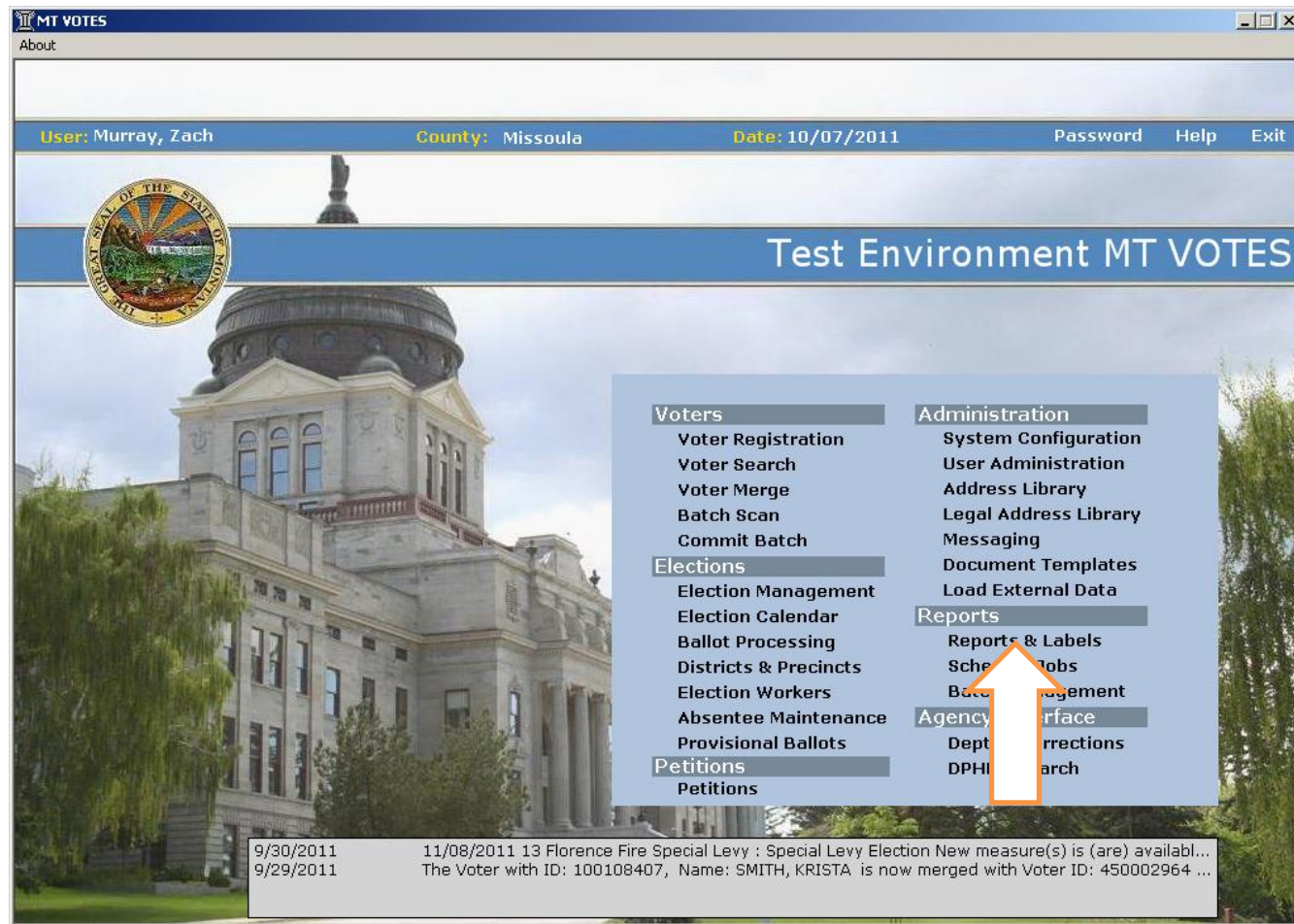
**STATISTICS**

<b>Total Signatures :</b> 13	<b>Remaining Signatures :</b> 10
<b>Total Sheets :</b> 3	<b>Total Lines :</b> 15
<b>Accepted Signatures :</b> 1	<b>Rejected Signatures :</b> 2
<b>Total Submittals :</b> 1	

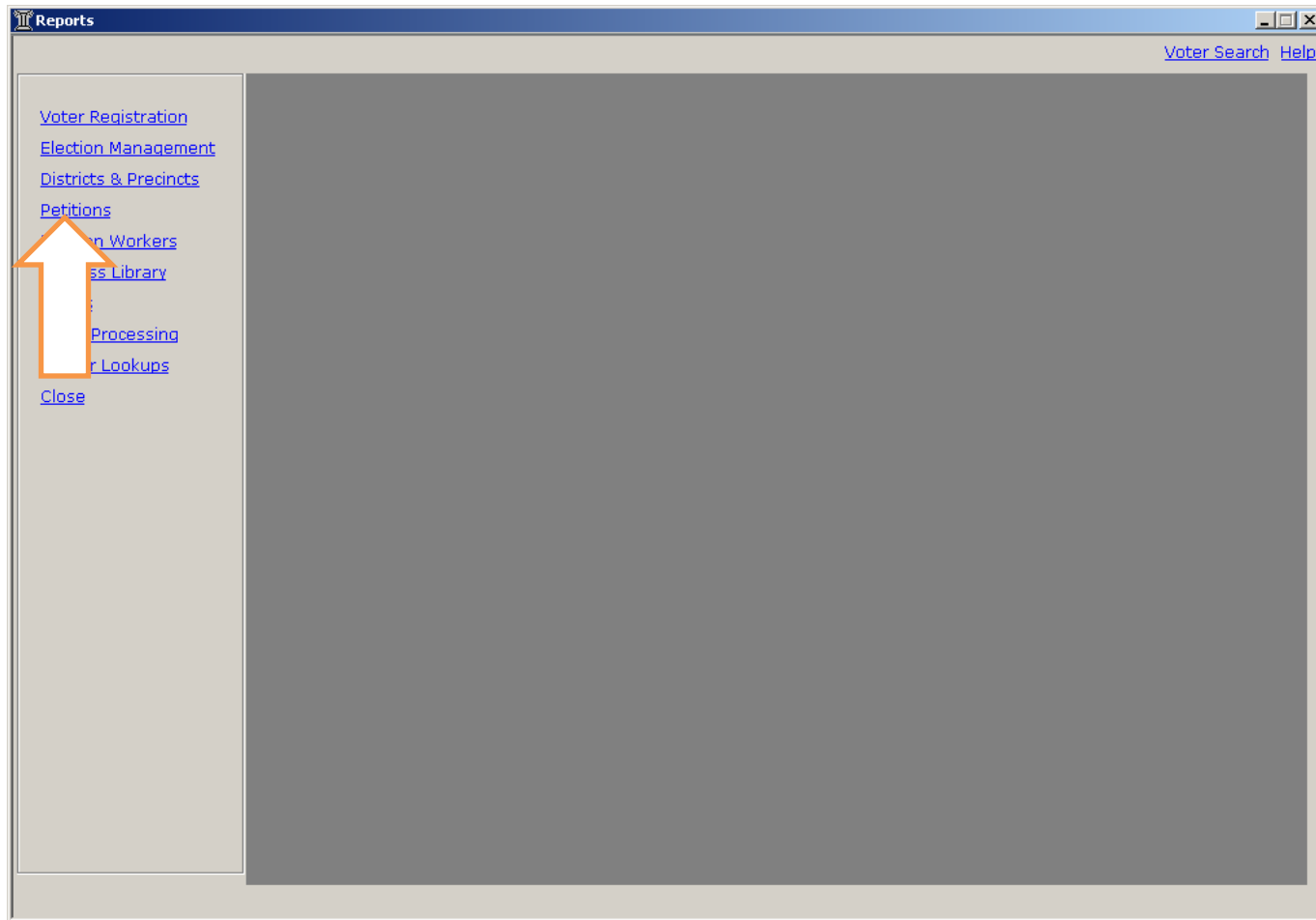
reason, and you can search by page # and line # as well.

[illegible]

# Reports can also be run from the Reports & Labels module.



# Once in the main reports page, go to the Petitions link



The report that is most often used is the PM-009 which gives the number of verified signatures by House District. This is the report that you will complete and send in to the Secretary of State's office when processing statewide petitions.

**Reports**

[Voter Search](#) [Help](#)

[Voter Registration](#)  
[Election Management](#)  
[Districts & Precincts](#)  
**[Petitions](#)**  
[Election Workers](#)  
[Address Library](#)  
[Labels](#)  
[Ballot Processing](#)  
[Master Lookups](#)  
[Close](#)

**County**  
Missoula

**Petition Type**  
Initiative / Referendum

**Petition Name**  
DIVIDE SEELEY LAKE FIRE DISTRICT

**Petition Signatures**  
All

**Status**  
All

**Date Range**  
From:   
To:

**Petition Submittals**  
☐ All Submittals  
☐ 1

CODE	NAME
PM-003	Petition Processing Statistics
PM-004	Petitions
PM-005	Petition Signers
PM-006	Petition Signature Statistics
PM-007	Petition Summary Results Verification
PM-008	Petition Signature Page Line Statistics
PM-009	Petition Certification - Statistics by House District
PM-010	Duplicate/Triplicate Signature For Petition
PM-011	Petition Signers / Changed Counties
PM-012	Unfinished Submittals

**Sort Order**  
PETITION  
DISTRICT  
SUBMITTAL-CODE

If processing a statewide petition, select the  
Petition name, type and submittal desired

**Reports** [Voter Search](#) [Help](#)

[Voter Registration](#)  
[Election Management](#)  
[Districts & Precincts](#)  
**[Petitions](#)**  
[Election Workers](#)  
[Address Library](#)  
[Labels](#)  
[Ballot Processing](#)  
[Master Lookups](#)  
[Close](#)

**County**  
Missoula

**Petition Name**  
DIVIDE SEELEY LAKE FIRE DISTRICT

**Petition Type**  
Initiative / Referendum

**Petition Submittals**  
☐ All Submittals  
☒ 1

**Date Range**  
From:   
To:

CODE	NAME
PM-003	Petition Processing Statistics
PM-004	Petitions
PM-005	Petition Signers
PM-006	Petition Signature Statistics
PM-007	Petition Summary Results Verification
PM-008	Petition Signature Page Line Statistics
PM-009	Petition Certification - Statistics by House District
PM-010	Duplicate/Triplicate Signature For Petition
PM-011	Petition Signers / Changed Counties
PM-012	Unfinished Submittals

**Sort Order**  
PETITION  
DISTRICT  
SUBMITTAL-CODE

Folder:



This certification will be attached to the original copy of the signed petitions, completed, and sent into the SOS office by certified mail, within 4 weeks of your receipt of the signed ballot issue petitions.

County: Missoula  
User Name : Murray, Zach

**Petition Certification - Statistics by House District**

Date : 10/07/2011  
Report No. : PM-009

To the Honorable Secretary of State of the State of Montana:  
I, Vickie Zeier, Election Administrator, of the County of MISSOULA, certify that I have examined the attached \_\_\_\_\_ sheets  
of the petition **DIVIDE SEELEY LAKE FIRE DISTRICT** in the manner prescribed by law and I believe that

---

**Petition Summary:**  
HouseDistrictNo: HD 092      Total: 1  
Grand Total : 1

---

HouseDistrictNo: HD 092  
1 Signatures in Submittal      1  
Total: 1  
Grand Total : 1

---

signatures are valid; and I further certify that the affidavit of the circulator of the (sheet) (section) of the petition is attached and  
the post office address, residence address, or telephone number is completed for each valid signature.

Note: For statewide candidate petitions and statewide party qualification petitions, send them so that they are received by the SOS within **1 week** of when you receive them, and not later than the final deadline for candidate filing.

# Petition Basics to Remember

1. Before you send the original statewide petitions, you must make copies of these petitions to keep in your office.
2. The deadlines for petitions to be submitted to County Election offices, and for election administrators to file certified ballot issue petitions with the Secretary of State's office, can be found on the SOS website at [sos.mt.gov/Elections/Ballot\\_Issues](http://sos.mt.gov/Elections/Ballot_Issues). Some deadlines are also listed on the Montana election calendar.
3. State statute requires that for statewide ballot issues, signature gatherers must be MT residents, and cannot be paid per signature. They do not need to be registered voters, and you are not responsible for policing these requirements.
4. Counties can no longer print the abbreviated ballot language – *the law was changed when the then Attorney General went to vote and found that the polling place did not have the complete text available as required by law.*

5. A notarized Affidavit of Signature Gatherer must be completed for each submittal. A submittal can be up to 25 petition sheets. For example, if a signature gatherer brings in 35 petition sheets they will have to have 2 affidavits attached. (1 for 25 pages and the second one for the 10 remaining pages)

6. If you are not sure of the answer to a statewide petition question, contact the Secretary of State's office elections division at [soselections@mt.gov](mailto:soselections@mt.gov) or at (406) 444-5346.

7. For a local petition, refer to 7-5-101 through 7-5-140, MCA and ask your city or county attorney for assistance. If they are unsure of the answer have them contact the Secretary of State's office.

As always, please feel free to contact the Help Desk,  
at 1-866-541-6767, with any further questions you  
have.

